

**MINUTES OF THE STUDY SESSION
OF THE TOWN COUNCIL OF THE TOWN OF CHINO VALLEY**

**TUESDAY, MARCH 15, 2016
6:00 P.M.**

The Town Council of the Town of Chino Valley, Arizona, met for a Study Session in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, March 15, 2016.

Present: Mayor Chris Marley; Vice-Mayor Darryl Croft; Councilmember Mike Best; Councilmember Susie Cuka; Councilmember Jack Miller; Councilmember Corey Mendoza; Councilmember Lon Turner

Staff Present: Town Manager Robert Smith; Assistant Town Manager Cecilia Gritman; Finance Director Joe Duffy; Human Resources Director Laura Kyriakakis; Assistant Public Works Director/Town Engineer Michael Lopez; Utilities Maintenance Technician David Jaime; Development Services Director Ruth Mayday; GIS/CAD/Web Technician Jan Mazy; Town Clerk Assistant Amy Lansa; Town Clerk Jami Lewis (recorder)

1) CALL TO ORDER; ROLL CALL

Mayor Marley called the meeting to order at 6:00 p.m.

2) Presentation and discussion regarding the Town's August 30, 2016 primary election and the Alternative Expenditure Limitation (Home Rule Option) ballot measure. (Joe Duffy, Finance Director; Jami Lewis, Town Clerk)

Mr. Duffy reviewed the ballot measure, including:

- History and purpose of the 1980 expenditure limitation initiative.
- Expenditure Limitation options and those used by other Arizona municipalities.
- State-imposed limit versus Home Rule.
- Difference between a "yes" and "no" vote.

Key points were:

- Chino Valley citizens had approved the Alternative Expenditure Limitation—Home Rule Option every four years from 1985 through the present.
- For the next four fiscal years, under the state limit, the Town could spend only approximately \$9 million to provide services to the community, while under Home Rule, the Town could spend approximately \$20 million.
- A "yes" vote will continue the Home Rule option for the next four years; a "no" vote will place the Town under the state-imposed limit for the next two years.

Ms. Lewis reviewed the Town's educational outreach plan for the ballot measure, including:

- Key dates and action steps related to hearings, formal ballot measure proposal, and voter information pamphlet.
- Staff's role in educating Council, staff, and public, and prohibitions on staff regarding outreach.

- Council's role in outreach activities.
- Outreach materials used.

Council suggested that staff redefine "general government" on the Home Rule versus State Limit chart.

- 3) Presentation and discussion regarding potential savings by refunding the GADA 2007A and 2010 Excise Tax Bonds. (Joe Duffy, Finance Director)

Mr. Duffy reviewed the Town's debt history and the loans staff was proposing to refinance. The purpose of refinancing was to take advantage of lower interest rates. If the Town could not get a good interest rate, staff would not pursue the proposal. Based on a projected interest rate of 2.25%, the Town would save a total of \$341,000 for a cash savings of \$30,000 per year.

- 4) Presentation and discussion regarding the Performance Management and Evaluation Process. (Laura Kyriakakis, Human Resources Director)

Ms. Kyriakakis reviewed the forms, proposed process, and timeframes for the evaluation, as well as the differences between the annual performance evaluation and performance management, including strategic planning, setting and weighting goals, and common pitfalls.

Key points were:

- Mr. Smith's completed self-evaluation was forwarded to Council this afternoon.
- Each councilmember will complete a Performance Appraisal Form individually; then she will combine the responses into one presentation for the actual performance review with the whole Council. Councilmembers could use Mr. Smith's proposed goals and the 2014 strategic plan for suggested goals.

Council and staff discussed whether or not the councilmembers' comments should be compiled as a group or if their individual comments should be noted. Mr. Smith related that he desired feedback from them as individuals during the review process. Ms. Kyriakakis stated that she would include the councilmembers' initials on the evaluation points and comments.

- 5) Discussion regarding a reorganization to separate the positions of Director of Public Works and Town Engineer by adopting Ordinance No. 16-810 amending Town Code Title V Public Works, Chapter 50 General Provisions, Subchapter Utility Department, Section 50.15 Public Works Director; and approving a revision to the Town of Chino Valley Organizational Chart. (Councilmember Lon Turner; Councilmember Corey Mendoza)

Mr. Smith presented an overview of the Public Works Department's structures from 2012 until the present, and proposed changes. Key points were:

- The department's current structure did not fit with the Council's recent strategic planning goals, which had a strong public works emphasis. The Town needed the technical ability and management approach to accomplish the goals.
- As one person could not successfully lead the department's six major missions, staff proposed to hire a town engineer who would report to the public works director and supervise streets, water, and sewer.
- The proposed structure was similar to several other communities surveyed.
- Town Code requirements were defined for the public works director, but not the town

engineer position. The Town needed an engineer who had more operations knowledge so the public works director could lead the department and not be buried in daily utilities operations.

Council and staff discussed:

- The lack of personnel to keep up with the public works workload.
- Ensuring that any changes would not put current employees in a position that they were not prepared for.
- Other possible structures.
- The current acting public works director's technical skills and management approach.

Mayor Marley recessed the meeting at 7:51 p.m. and reconvened it at 7:59 p.m.

Acting Public Works Director/Town Engineer Lopez spoke about:

- His background, his experience with the Town and other entities, and what he had done since becoming acting director.
- Reasons for the proposed structure, where he was overloaded, and the need to hire or outsource to meet current demands.

Council and staff discussed:

- Operational distinctions between the public works director and town engineer positions, as well as other public works staff.
- The town manager hiring a town engineer before the restructuring was complete.

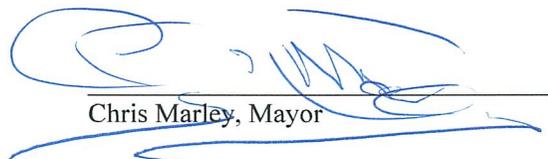
Mr. Smith stated that human resources was advertising for an engineer now, as they needed the professional support soon, but he would do more research if Council so requested. Staff supported this proposal and hoped for Council's support.

Council recommended that staff not make any changes until councilmembers reviewed the material and brought their comments back to a future meeting or study session.

6) ADJOURNMENT

MOVED by Councilmember Jack Miller, seconded by Councilmember Mike Best to adjourn the meeting at 8:39 p.m.

Vote: 7 - 0 PASSED - Unanimously


Chris Marley, Mayor

ATTEST:


Jami C. Lewis, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Study Session of the Town Council of the Town of Chino Valley, Arizona held on the 15th day of March, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 12th day of April, 2016.



Jami C. Lewis, Town Clerk